



To: Jeannine Durkin, Superintendent
From: Billie Jo Turner, Assistant Superintendent of Finance
RE: School Committee – Business Office Update (2/13/19 Meeting)
Date: March 1, 2019

The following are the finance and operations updates from the Business Office:

Budget

- The Creegan Studio's Telvue server crashed and is not repairable due to the age of the equipment. The replacement costs are approximately \$117k per the attached budget provided. Also attached is the memo to the City Council requesting assistance with these unanticipated costs.

Projections

Below you will find the updated projection for each of the high risk accounts:

1. Sick Leave Buy Back

At the last meeting, we had paid sick leave buy outs to 25 employees totaling \$453,000. There were 27 employees who gave their official notice of retirement which would equate to a potential liability of \$927,000 based on the number of days available for each. The YTD paid out has now increased to 34 employees costing \$613,992. The number of official notices not yet paid out is now 25 with a potential liability of \$891,313. This updated figure would cost the Sick Leave Buy Back account \$1,505,330 if the employees did not use sick time prior to retirement. This is \$405,330 more than the revised budget of \$1,100,000. At this time I would not suggest any action since 1) they may use/donate their time and this liability would be reduced or 2) they could elect a split payout that spreads the payment over two years. Since we don't have any accounts to offset shortages in this account, we will have to do what the original plan was and reluctantly pay some of the buyouts in July if necessary.

2. Transportation

We still anticipate staying within our modified budget despite significant increases to student counts. Since the last presented data on 2/6/19, we have increased by 15 homeless students. We have minimized the impact by cost sharing on existing routes with NRT. The in-district special education count has increased by 20 students. Pride Star has worked with our Transportation Director to add these students to existing routes as well. There also 8 additional students in out of district transportation counts. The cost impact to homeless students will bring the costs above our budget figure. However, based on historical data, we anticipate a 33% reimbursement to

homeless transportation which would keep us within budget still (based on the numbers provided today).

3. Out of District Tuition

This account fluctuates often due to constant changes with students moving and out of our district, foster home placements, etc.. Last month we had seen a three student increase to our numbers. This month we have a two student decrease due to fiscal responsibility moving to other districts. This reduction was offset by two other students going out of district. Thus, no changes are necessary to this account.

Human Resources

- The required Reduction in Force letters were drafted by Attorney Hall.
- The Chief Human Resources Officer position has been posted at www.schoolspring.com. The recruitment firm, Leap Network, will also advertise using the following platforms:
 1. LinkedIn Human Resources Groups
 2. Twitter
 3. Facebook Human Resources Groups
 4. New England Human Resources Association (NEHRA)
 5. Society of Human Resources Management (SHRM)
 6. Indeed.com
 7. Greater Boston Whine & Dine Human Resources Networking Group
 8. Multicultural/Diverse Professional Organizations with Chapters in Massachusetts
 9. Massachusetts area MEETUP.com for Human Resources groups
 10. Personal networking and recruitment of passive, currently working HR professionals

Miscellaneous

- Food Service bids were due on February 25, 2019. Despite three companies attending the mandatory pre-bid conference, we only received one bid. Three RFP evaluations are being completed using the Comparative Evaluation Criteria. These evaluations will be sent to the Mike Vaughn, Chief Procurement Officer. After which, he will share the cost proposal with us so that we obtain School Committee approval.
- Minimum wage increase

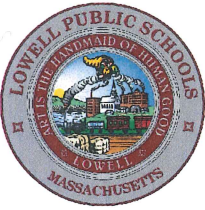


Update on Creegan Studio

To: Jeannine Durkin, Superintendent
From: Billie Jo Turner, Assistant Superintendent
RE: Creegan Studio
Date: March 1, 2019

Per the attached memo to Conor Baldwin, we have requested assistance to replace the Telvue server that crashed and is not repairable due to age. It was initially recommended that we use the PEG funds that contribute to two of our Audio Visual salaries. I explained how these funds were budgeted in past years for salaries and that the two staff members have already earned the majority of such so this would not work. Since this equipment is necessary for our Channel 22 broadcasting, we are handicapped without it. Also, the new equipment approved in past years for the van will be wasted if we don't have broadcasting capabilities.

In response to the question asked by Mr. Nutter at our last School Committee meeting, I have attached a report provided by Sharon Clark, our Fine Arts Academic Chair.



To: Conor Baldwin, Chief Financial Officer
From: Billie Jo Turner, Assistant Superintendent
RE: Request for Emergency Assistant for the Telvue Server in Creegan Studio
Date: February 20, 2019

This memo is to respectfully request emergency funding assistance from PEG to aid us with replacing the Telvue Server in the Creegan Studio. Unfortunately, since the "crashed" equipment is over 12 years old, repair is not possible since the parts are no longer carried. This "server" is necessary for our Lowell Ed Television Channel 22 broadcasting. Without this, we will not be able to cover all of the school programs such as Knowledge Bowl, student events, Red Raider reports, etc. In addition, the equipment investment in the van (approved in previous years) will be wasted if we do not have broadcasting capability.

Of the PEG funds, we were allocated \$108,000 for FY18/19 to contribute to the two salaries in the Audio Visual Department. Since these salaries have been earned and paid, we cannot take the \$108,000 to offset this server cost. Thus, we are requesting the \$117,313 replacement based on the Year Zero budget in the Three Year Creegan Studio plan that is attached.

We have made every cut (even when not wise) to live within our means. We share this philosophy and understand that both the city and the schools face the same fiscal crisis. However, since we are on the same team, I am reaching out to you for assistance since we have nowhere left to cut.

Year Zero Equipment & Expense Needs

School Year 2018-19 Revised Date:

2/8/2019

Channel 22 Playback Server - Emergency Replacement

Quantity	Description	Unit Cost	Total	Notes
1	HyperCaster AIO B2000-12	\$34,950.00	\$34,950.00	Allows HD and SD formatted sources to play out to Channel 22 in Lowell as well as all other in-house channels. Replaces end-of-life unit.
4	Audio Normalization (Loudness Pro)	\$995.00	\$3,980.00	Professional, real-time Loudness Control plugin for ProVue and AIO channels. Pro Broadcast and Streaming presets including CALM. Industry leading audio processing engine from Linear Acoustic.
1	Simulcast Channel	\$995.00	\$995.00	Adds native Simulcast to a HyperCaster AIO model enabling a 2nd output port to efficiently Simulcast a primary port's channel with proper scaling for video and graphics. Eliminates the need for expensive downstream up/down-conversion equipment, or complex
1	Third Party Equipment Needed	\$6,629.00	\$6,629.00	Details outlined within the quote from Telvue Corporation.
2	InfoVue Pro Digital Sinage	\$4,950	\$9,900	Allows for electronic messaging system to be integrated with other sources through the playback server.
1	Other Hardware	\$2,780	\$2,780	See detailed quote for more information regarding these costs.
0	Cloud VOD Services	\$ 6,300.00	\$ -	Automates content that is created for the channel to be uploaded and makes it available on our web page. Adds streaming capabilities as well as closed captioning (moved to recurring expenditures).
1	Required Software Package	\$ 4,000.00	\$ 4,000.00	For detailed outline of required software see Telvue quote.
1	Engineering, Integration, Installation, Training, & Other	\$2,000.00	\$2,000.00	See detailed quote for more information regarding these costs.
			\$0.00	
				Section Total \$ 65,234.00

Production Equipment Needs - ASAP

Quantity	Description	Unit Cost	Total	Notes
2	<u>Sony BP-U60 Lithium-Ion Battery</u>	\$265	\$530	Replacement for camera batteries that are no longer functioning.
1	<u>Swann 16-Channel 3MP NVR with 3TB HDD and 8 3MP Bullet Cameras Kit</u>	\$ 829.00	\$ 829.00	Current security camera system has not been functioning for that last 8 years, this system will replace the nonfunctional security camera system. *Replaces security system from 1997-98*
3	<u>Prompter People 15" Pro</u>	\$1,980	\$5,940	Camera-mounted teleprompters will replace the non functional units. *Replacing Teleprompter Units that were purchased in 2001*
1	<u>Studio Lighting Needs</u>	\$ 12,000.00	\$ 12,000.00	This lists out the items that we will need to bring our lighting capabilities to where they once were.
4	<u>Softron On-The-Air Video Express</u>	\$995.00	\$3,980.00	Video Playback software for production studio, truck & carts
1	Set Design Materials	\$4,500.00	\$4,500.00	This is a general fund that would allow us to build additional sets and backdrops for studio programming.
				Section Total \$27,779

Recurring Expendature Needs

1	Subscriptions	\$ 2,500.00	\$ 2,500.00	This covers the cost of hosting our web page and all other professional development subscriptions.
1	Maintenange Agreements	\$ 5,000.00	\$ 5,000.00	This includes all costs regarding our Edit Share server and Devos Video On Demad server.
1	Expendables	\$ 2,500.00	\$ 2,500.00	Gaffers tape, disposable batteries, SD Cards, DVDs, Studio Light Bulbs, Wire Connectors, adapters, and other necessary expendables.
1	Consulting Budget	\$ 8,000.00	\$ 8,000.00	Repair/ Replace cable network Equipment, short term production assistance, hiring of outside vendor for all other services.
1	Cloud VOD & Streaming Services	\$ 6,300.00	\$ 6,300.00	Covers all VOD and streaming services for a full year and also includes closed captioning services up to 100 hours.
0	Telvue Care	\$ 7,200.00	\$ -	Covered in the first year, will become a yearly recurring expence in subsequent years.
			\$ -	
			\$ -	
			\$ -	
			\$ -	
				Section Total \$ 24,300.00

Year Zero Total

\$ 117,313.00

Year One Equipment & Expense Needs

School Year 2019-20 Revised Date:

2/8/2019

Media Studio Camera Upgrades

Quantity	Description	Unit Cost	Total	Notes
3	Miller System Arrowx 5 Combo Pedestal	\$7,371.00	\$22,113.00	The current studio tripods were not meant to handle teleprompters, these will handle the extra weight. *Replacing Tripods from 1997*
3	SMPTE Fiber cables for each camera	\$841.00	\$2,523.00	These are the cables necessary for upgrading to the Blackmagic Cameras below. *Original camera packages are from 1996-97*
3	Blackmagic USRA mini with broadcast kit and lens	\$ 21,218.00	\$ 63,654.00	These are direct replacements for the out of date equipment. We need to match the updated equipment going into the Remote Production Truck so instruction overlaps. *Replaces cameras purchased in 1996-97*
1	Blackmagic Design Smart Videohub 12 x 12	\$1,400.00	\$1,400.00	As part of the integration of various video and media sources.
1	Miscellaneous Integration Hardware	\$ 5,000.00	\$ 5,000.00	Covers any and all tools, video and audio bulk wires, mounting hardware, video converters, and expendables related to the installation of the new cameras and tripods.
			\$0.00	
			Section Total	\$94,690.00

Recurring Expendature Needs

Quantity	Description	Unit Cost	Total	Notes
1	Subscriptions	\$ 2,000.00	\$ 2,000.00	This covers the cost of hosting our web page and all other professional development subscriptions.
1	Maintenange Agreements	\$ 5,000.00	\$ 5,000.00	This includes all costs regarding our Edit Share server and Devos Video server.
1	Expendables	\$ 2,500.00	\$ 2,500.00	Gaffers tape, disposable batteries, SD Cards, DVDs, Studio Light Bulbs, Wire Connectors, and other necessary expendables.
1	Consulting Budget	\$ 8,000.00	\$ 8,000.00	Repair/ Replace cable network Equipment, short term production assistance, hiring of outside vendor for all other services.
1	Cloud VOD & Streaming Services	\$ 6,300.00	\$ 6,300.00	Covers all VOD and streaming services for a full year and also includes closed captioning services up to 100 hours.
1	Telvue Care	\$ 7,200.00	\$ 7,200.00	Covers all hardware and software updates with 24/7 support service. This also includes unlitit training with the server.
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			Section Total	\$ 31,000.00
			0	

Year One Total

\$ 125,690.00

Year Two Equipment & Expense Needs

School Year 2020-21 Revised Date:

2/8/2019

Creating a Digital Cinema Program

Quantity	Description	Unit Cost	Total	Notes
2	Canon EOS C200 Cinema Camera (EF-Mount)	\$7,500.00	\$15,000.00	Industry standard for Independent Digital Cinema Productions. Will provide our students with hands on tools and the creative understanding of film as art.
2	Sigma 18-35mm and 50-100mm Lenses with Case (Canon EF)	\$ 8,500.00	\$17,000.00	Entry level zoom lenses required with Cannon Digital Cinema cameras
2	Rokinon Cine DS 6 Lens Kit with Canon EF Mount	\$ 2,594.00	\$5,188.00	Entry level prime lenses required with Cannon Digital Cinema cameras. These lenses provide an opportunity for students to use professional basd lens formats.
2	CAME-TV Shoulder Rig with Matte Box & Follow Focus	\$ 888.00	\$1,776.00	This rig is required when using professional level digital cinema lenses.
2	Sachtler System FSB 8 Fluid Tripod	\$ 2,755.00	\$ 5,510.00	The necessary tripods for these Caemras.
1	Camera Cases and Periphrials	\$ 10,000.00	\$ 10,000.00	Covers the additional expenses required to purchase the proper carying cases, mounting hardware, and misc. peripherals.
2	Battery Charger for Cannon C200	\$ 935.00	\$ 1,870.00	Charges four batteries at a time and one will be required per camera.
8	C200 Camera Batteries BP-A60	\$ 429.00	\$ 3,432.00	Four of these batteries will be required per camera.
				Section Total \$54,474.00

ENG Equipment Needs

Quantity	Description	Unit Cost	Total	Notes
8	Saramonic UWMIC9 Digital UHF Wireless Dual Lavalier Mic System	\$399.95	\$3,199.60	These wireless mic systems are needed to increase production value and flexibility for our Intermediate and Advanced level students.
5	Sony PXW-Z150 4K XDCAM Camcorder-OR Equivalent	\$ 2,998.00	\$ 14,990.00	Upgraded ENG camera kits aimed at giving our Advanced Production students the tools to create high quality News and Documentary pieces.
5	Sony L-type Battery for Sony PXW-Z150	\$219.00	\$1,095.00	Battery packages to match the above ENG cameras.
5	Battery Charger for Sony L-type Camera Batteries	\$225.00	\$1,125.00	Charging units to match the above Sony ENG cameras.
5	Sachtler System FSB 8 Fluid Tripod	\$2,755.00	\$13,775.00	Required tripod for the above camera additions.
				Section Total \$34,184.60

Recurring Expedature Needs

1	Subscriptions	\$ 2,000.00	\$ 2,000.00	This covers the cost of hosting our web page and all other professional development subscriptions.
1	Maintenange Agreements	\$ 5,000.00	\$ 5,000.00	This includes all costs regarding our Edit Share server and Devos Video server.
1	Expendables	\$ 2,500.00	\$ 2,500.00	Gaffers tape, disposable batteries, SD Cards, DVDs, Studio Light Bulbs, Wire Connectors, and other necessary expendables.
1	Consulting Budget	\$ 8,000.00	\$ 8,000.00	Repair/ Replace cable network Equipment, short term production assistance, hiring of outside vendor for all other services.
1	Cloud VOD & Streaming Services	\$ 6,300.00	\$ 6,300.00	Covers all VOD and streaming services for a full year and also includes closed captioning services up to 100 hours.
1	Telvue Care	\$ 7,200.00	\$ 7,200.00	Covers all hardware and software updates with 24/7 support service. This also includes unlimited training with the server.
				Section Total \$ 31,000.00

Year Two Total

\$ 124,960.60

Year Three Equipment & Expense Needs

School Year 2021-22 Revised Date:

2/8/2019

Media Lab Room 610a & Edit Rooms in 651

Quantity	Description	Unit Cost	Total	Notes
20	21.5" iMac Retina 4K Display 3.0GHz Processor with 1TB Storage	\$1,300.00	\$26,000.00	Last updates were in 2011, we are currently having issues with these computers being too old to run the current Adobe Creative Suite Licence.
8	27" iMac Retina 4K Display 3.0GHz Processor with 1TB Storage	\$1,999.00	\$15,992.00	Last updates were in 2011, these computers are larger because our edit rooms allow for a more spacious editing environment for our students.
1	Standing Computer / Presentation Cart	\$ 361.00	\$ 361.00	Provides a work space for the instructor to work from as she is presenting lessons to her students.
1	Audio and Video Edit Room Preipherals	\$ 7,015.00	\$ 7,015.00	See full write up for itemized explanation of this line item. This covers add ons for 8 Edit Rooms located in the studio 651
1	Locking cabinet for 610a Equipment	\$ 600.00	\$ 600.00	Provides an area where the instructor can safely lock expensive equipment away when it is not being used.
			\$ -	
			Section Total	\$49,968.00

Media Studio & Remote Truck Improvements

Quantity	Description	Unit Cost	Total	Notes
2	Live Graphics Unit	\$13,000.00	\$26,000.00	
3	Wireless Camera Units for Sports events	\$ 3,500.00	\$10,500.00	
			\$0.00	
			\$0.00	
			\$ -	
			Section Total	\$36,500.00

ENG Equipment Needs

Quantity	Description	Unit Cost	Total	Notes
12	Intro Level Cameras	\$1,800.00	\$21,600.00	Would replace the camers that Intro level studios use, which will be far beyond their life expectancy by this date.
12	Sachtler System FSB 8 Fluid Tripod-OR Equivalent	\$1,700.00	\$20,400.00	Required tripod for the above camera additions.
			\$0.00	
			\$0.00	
			\$0.00	
			Section Total	\$42,000.00

Recurring Expendature Needs

Quantity	Description	Unit Cost	Total	Notes
1	Subscriptions	\$ 2,000.00	\$ 2,000.00	This covers the cost of hosting our web page and all other professional development subscriptions.
1	Maintenange Agreements	\$ 5,000.00	\$ 5,000.00	This includes all costs regarding our Edit Share server and Devos Video server.
1	Expendables	\$ 2,500.00	\$ 2,500.00	Gaffers tape, disposable batteries, SD Cards, DVDs, Studio Light Bulbs, Wire Connectors, and other necessary expendables.
1	Consulting Budget	\$ 8,000.00	\$ 8,000.00	Repair/ Replace cable network Equipment, short term production assistance, hiring of outside vendor for all other services.
1	Cloud VOD & Streaming Services	\$ 6,300.00	\$ 6,300.00	Covers all VOD and streaming services for a full year and also includes closed captioning services up to 100 hours.
1	Telvue Care	\$ 7,200.00	\$ 7,200.00	Covers all hardware and software updates with 24/7 support service. This also includes unlimited training with the server.
			\$ -	
			Section Total	\$ 31,000.00

Year Three Total

\$159,468.00

At the last School Committee meeting, Mr. Nutter asked about the high school's plan to cover Bryan Wilkin's leave as well as how you are addressing the curriculum with the broken equipment.

In response to Mr. Nutter's questions and as per our conversation on Wednesday, February 20, 2019, here is the requested information along with some clarifying information.

Bryan Wilkins is the digital media producer. The digital media classroom teacher is Deb Freeley, who has been at LHS for 4 years and has worked in television at WBZ for over 20 years.

Coverage for Bryan Wilkins

There is no one covering Bryan Wilkin's position while he is out. A person with the digital media production skills to create content for the LET22 channel, support the classroom teacher (Deb Freeley) and manage all the technical aspects would be difficult to replace given the equipment we currently have in the Creegan Media Studio. Recent college graduates would not be familiar with the equipment in the studio as they generally work on the state of the art equipment and our equipment is not currently at that level.

Addressing the Curriculum

Deb Freeley, the digital media production teacher continues to implement all aspects of the current curriculum except for broadcasting since the Telvue server has failed and cannot be repaired. Due to this issue The Raider Report is not being broadcast, nor can any LHS or district events including school programs, meetings and streaming for professional development. Students continue to learn all aspects of media production and creation from pre-production, production, post production editing as well as create content in the classes with the hope that it will be used for broadcast once the server is replaced.